U.S. General Services Administration

Federal Acquisition Service

This briefing has been approved by GSA for public viewing.

How to Do Business Using GSA Schedules

Allison Crews
Customer Service Director
313.226.6275
477 Michigan Ave
Detroit, MI 48226
April 24, 2009

U.S. General Services Administration

Federal Acquisition Service

Introduction

- Customer Service Director
  - Provide assistance to, resolve problems for, and answer questions from GSA's government clients
  - Host seminars on a variety of useful topics
  - Teach GSA Advantage and eBuy to buyers
  - Territory – All of Michigan

DISCLAIMER:
This presentation is for information purposes only. Use of this information will not guarantee an award of a contract.

U.S. General Services Administration

Federal Acquisition Service

What is GSA?

- Public Buildings Service (PBS)
  - Provides workspace for 1M (non-DOD) employees
  - Oversees 425 historic buildings
- Federal Acquisition Service (FAS)
  - Wide range of Products & Services
  - Agencies delegated authority to use **Schedules.**
  - Conducts assisted acquisition

U.S. General Services Administration

Federal Acquisition Service

What is a GSA Schedule?

- "Multiple Award Schedule (MAS)" means contracts awarded by GSA or the Department of Veterans Affairs (VA)
- For similar or comparable supplies, or services.
- Established with more than one supplier
- At varying prices

Ref: FAR Subpart 8.4—Federal Supply Schedules

Why get on Schedule?

- MAS are a priority source for Federal purchases
- MAS purchases require less time and administrative effort for the Federal buyer and the vendor
- Vendors who do not have a MAS contract cannot bid on a procurement to be awarded using MAS

U.S. General Services Administration

Federal Acquisition Service

Getting on GSA Schedule

- Go to: http://www.gsaelibrary.gsa.gov
- “Search” for the product or service your company will offer
- Read the description of each “Source” to identify a good match
- If not sure, direct all questions to the GSA Schedule Point of Contact for clarification

U.S. General Services Administration

Federal Acquisition Service

Getting on GSA Schedule

- YOU: Obtain and complete paperwork
- YOU: Start Past Performance Review
- YOU: Submit Completed Offer
- GSA: Reviews and evaluates Offer
- GSA/YOU: Negotiate Offer (Prices, terms and conditions)
- GSA: Rejects or Accepts your Offer

U.S. General Services Administration

Federal Acquisition Service

Getting on GSA Schedule

- YOU: If Rejected, request debriefing within 3 days
- YOU: Load information to GSA Advantage! ®
- YOU: Market your New GSA Contract Number
  - $25K sales first two years, $25K annually there after with .75% fee to GSA
  - 5 Year award, 3 options, 20 Year total

U.S. General Services Administration

Federal Acquisition Service

Getting on GSA Schedule

- Contract is an unfunded agreement with GSA
- You agree to honor negotiated terms and conditions if an agency places an order with your GSA Schedule Contract
- Agencies must compare contractors prices, terms and conditions before they place and order above $25K
- Agency accepts bids and awards winner that meets evaluation criteria

GSA U.S. General Services Administration

http://expo.gsa.gov

REGISTER TODAY! CONTACT US EXPO 08

Home Schedule Training Meetings Exhibitors Lodging

Mark your calendar and join us for GSA Expo 2009 in San Antonio, Texas, June 9 – 11, 2009.

REGISTRATION

Now Available: 2009 Training Matrix

2009 GSA EXPO

San Antonio TEXAS

June 9-11, 2009

Henry B. Gonzalez Convention Center

This Web site will be updated regularly with the latest Expo details. Please check back frequently.

Expo 2008 was a tremendous success, thanks to the 9,000-plus attendees! The success story promises to continue with the 15th annual International Products and Services Expo in San Antonio, Texas, which takes place June 9 – 11, 2009.

As GSA's free training conference and vendor exposition, this event is specially designed to benefit federal, state and local government employees and military members who make or influence procurement decisions. An invaluable experience for acquisition or program managers, Expo provides you with opportunities to:

- Network with hundreds of GSA and other agency experts;
- Continue building your acquisition knowledge with our extensive Continuous Learning Point (CLP) certified training class program;
- Meet with GSA vendors providing specific technical expertise;
- Bring your national or regional staff together for a meeting in one of our complimentary meeting rooms.

Experience the service, innovation and value that GSA has to offer. Plan now to include Expo 2009 in your travel budget!

U.S. General Services Administration

Federal Acquisition Service

Allison Crews
Customer Service Director
313.226.6275
477 Michigan Ave
Detroit, MI 48226